

Job Title: Program Assistant, Acworth Achievers

Department: Parks and Recreation Department, City of Acworth, Georgia

Job Summary: This position is responsible for assisting coordination of educational and recreational activities for the Acworth Achievers Mentoring and After School Program.

MAJOR DUTIES:

- Perform duties related to the planning, preparation, operation, and evaluation of educational and recreation activities.
- Helps plan and organize events/activities for positive character and social development of diversified youth.
- Tutoring middle and high school students in various subjects.
- Responsible for the safety of all program participants.
- Assist in all requested duties and projects.
- Perform other related duties as assigned.

PREFERRED KNOWLEDGE:

- Experience working with diverse youth groups.
- Conflict resolution with youth.
- Knowledge of Microsoft Word, Power Point, Excel, Audio Visual, and internet browsing.
- Skills in the use of computers, copy machines, fax machines, and phones.
- Skills in oral and written communication.

QUALIFICATIONS:

- Must have a valid Georgia Driver's License.
- Must possess High School Diploma/ GED; college degree/ college student preferred.
- Must be able to follow all city ordinances, policies, and procedures.

WORK ENVIRONMENT:

Minimal work is performed at a desk. Most work involves repeated sitting and standing during interaction with participants. Participation in indoor and outdoor recreational activities is required.

WORK HOURS AND SALARY

Minimum of 6 hours per week working according to a schedule set by the Recreation Coordinator; Some weekends required. Regular attendance is a necessary job function required for this position. Position starts at \$9.00 per hour.

ADA REQUIREMENTS

The incumbent must have full use of upper limbs, especially hands and fingers (for computer operation). Eyeglasses or corrective lenses may be worn to provide 20-20 vision for the incumbent. Hearing aids are also satisfactory.

If you have any questions regarding the duties or the working conditions of the position, please contact Frank White at (770) 917 – 1234 or jwhite@acworth.org.

If you are interested in applying for this position, please download an application at www.acworth.org.

Applications are accepted at: 4762 Logan Rd, Acworth, 30101 or fax to (770) 966 – 7891.

Position is open until filled.